

Hall of Records
Commission

FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE
NO. **C-73**PAGE
NO. **1.**

Requesting Agency

TALBOT COUNTY

2. Division or Bureau of Requesting Agency

TREASURER

3. Authorization Requested (Check only one of the squares below).

☐ **A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ **B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ **C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

1. GENERAL LEDGER

Size: 14" x 18" x 4"

Dates: 1849 - -

Quantity: 9 volumes

File Arrangement: Chronological

Audit: Annual outside audit and State audit

Index: Volumes for 1889-1911 are indexed by names of persons or accounts; other volumes not indexed

The General Ledger is a book of final entry for receipts and disbursements containing a record of all financial transactions of the Treasurer's office. It is arranged by accounts under the principal headings--assets, liabilities, income, and expense. The receipts ledger is arranged in columnar form showing date, source of money received, amount of the bank deposits, taxes collected by districts, tax bill number, State taxes collected, interest for County and State taxes, County automobile taxes, miscellaneous, and costs. The disbursements ledger shows the voucher numbers, payees, and the amounts paid. The Voucher Register (Item 3) and General Cash Books (Item 2) are posted to the General Ledger.

RECOMMENDATION: RETAIN PERMANENTLY.
APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Charles E. Fisher, Jr. Pres. Comm.
 Signature Title

April 30, 1957
 Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

May 22, 1957
 Date

Morris S. Radloff
 Archivist

Date

Secretary

STATE OF NEW YORK SYSTEM FOR RECORDS RETENTION (Continuation Sheet)

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2.

5. Description of Records

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6. Recommendation of Hall of Records and Board of Public Works.

2. GENERAL CASH BOOK

Size: 12" x 18" x 2"

Dates: 1861-1893 (2 volumes) — 17
1895 - -

Quantity: 16 volumes

File Arrangement: Chronological by year, month, and day

Annual Accumulation: Less than $\frac{1}{2}$ cubic foot

Audit: Annual outside audit and State audit

The General Cash Book is a record of receipts and disbursements. Receipts are posted to the General Cash Book from the Counter Cash Book (Schedule C-72), (Item 1) at the end of each month in the form of totals for the accounts collected; from the General Cash Book these totals are then posted to the General Ledger (Schedule C-73, Item 1) as a final book of entry. The disbursements show the dates, the names of payees, the Treasurer's check numbers, the Commissioner's voucher numbers, and the amounts paid. Totals are posted at the end of each month to the General Ledger. The General Cash Book recorded only receipts through 1888; after that date disbursements were included.

RECOMMENDATION: RETAIN PERMANENTLY.

3. VOUCHER REGISTER

Size: 20" x 20" x 2"

Dates: 1930 - -

Quantity: 4 volumes

File Arrangement: Chronological by year, month, and day

Annual Accumulation: Less than $\frac{1}{2}$ cubic foot

Audit: Annual outside audit

The Voucher Register lists the orders to pay issued by the Board of County Commissioners to the Treasurer, and includes the name of the payee, the voucher number, description of the series or item, number of account charged, the amount of the voucher, and the Treasurer's check number. Information from the Voucher Register is posted to the General Cash Book (Item 2) and to the General Ledger (Item 1).

RECOMMENDATION: RETAIN PERMANENTLY.

4. SCHOOL LEDGER

Size: 10" x 16" x 2"

Dates: 1848-1848, 1863 (In Assessable Amounts,
1865-1866, Item 5)

Quantity: 2 volumes

File Arrangement: Chronological

The School Ledger is a fiscal record showing expenditures and

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STATE OF MISSISSIPPI
INSTRUMENT FOR RECORDS RETENTION
(Continuation Sheet)

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6. Recommendation of Hall of Records and Board of Public Works.

5.

ASSESSABLE AMOUNTS

Size: 10" x 14" x 1", 19 volumes

14" x 20" x 3", 52 volumes

Dates: 1813 - -

Quantity: 71 volumes (25½ cubic feet)

File Arrangement: Chronological

Annual Accumulation: 1 cubic foot

([CONTINUED THE LEVY BOOKS AFTER 1899])

The Assessable Amounts records, entitled at various times--Transfer Tax Books and Basis of Taxation, list under the tax year and district, the name of the taxpayer, the ledger and folio of the Assessment Books, the amount of the assessment on real and personal property, and the total assessment; the figures are totaled by district and for the County. In recent years the books record the serial numbers of the tax bills. The information is derived from the Assessment Books and was first compiled for the use of the Tax Collectors and later after establishment of the Treasurer's office, the compilation was continued for the use of that office as an aid in the preparation of tax bills. The volume for 1865-1866 contains the School Ledger for 1863 (Item 4). [THIS SERIES CONTINUED AS TRANSFER TAX BOOKS (TRANSFERRED FROM ASSESSMENT BOOKS) IN RECENT YEARS.]

RECOMMENDATION: RETAIN PERMANENTLY; TRANSFER TO THE HALL OF RECORDS ALL VOLUMES IN THIS SERIES PRIOR TO 1851

6.

ASSESSMENT OF SLAVES

Size: 8" x 9" x 1"

Dates: 1813 (1 volume), 1817 (3 volumes), 1832 (2 volumes), 1846 (3 volumes)

Quantity: 12 volumes

Annual Accumulation: Discontinued

This assessment record lists the names of slaves and their owners, their ages and values, and the total number of slaves owned by each slaveholder. The volume for 1813 is for the second district only; 1817 and 1840 are in three volumes each, covering three districts; the year 1832 is in two volumes for two districts; three volumes are undated, one volume covers Easton as well as other districts, and two volumes do not record district or place.

RECOMMENDATION: RETAIN PERMANENTLY; TRANSFER TO THE HALL OF RECORDS.

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REQUEST FOR RECORDS RETENTION
(Continuation Sheet)

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5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.

7. TAX ON PLATE AND VESSELS

Size: 9" x 14" x 2"

Dates: 1842-1847 (1 volume); 1850 (1 volume); 1853-1864
(1 volume)

Quantity: 3 volumes

File Arrangement: By district and by name of taxpayer

These records are arranged by district and list one taxpayer to a page, showing the name of the vessels owned, type, and value. A separate section lists the assessed value of plate owned under the name of the taxpayer but does not itemize the plate--weights are recorded in a few instances.

RECOMMENDATION: RETAIN PERMANENTLY: TRANSFER TO THE HALL OF RECORDS.

8. COMMITMENTS TO MENTAL INSTITUTIONS

Size: 6" x 11" x 2"

Dates: 1927 - -

Quantity: 7 volumes (less than 1 cubic foot)

File Arrangement: Chronological and alphabetical by name

Annual Accumulation: Less than $\frac{1}{2}$ cubic foot

Audit: Annual outside audit

This series records the names of the patients, one name to a page, the name of the physician, board or relative authorizing commitment, and the addresses of all persons concerned in the commitment, the date of admittance and the name of the institution, and the expense billed to the County for care of the patient.

RECOMMENDATION: RETAIN PERMANENTLY.

9. DEER'S HEAD HOSPITAL

Size: 6" x 11" x 2"

Dates: 1950 - -

Quantity: 1 volume

Audit: Annual outside audit

This is a record of patients hospitalized at Deer's Head Hospital for Incurables. Each patient is listed on a separate sheet showing date of hospitalization, address, name of physician or committing board, and the dates and amounts of payments for hospital charges. The payments are posted to the General Cash Books.

RECOMMENDATION: RETAIN PERMANENTLY.

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SYSTEM FOR RECORDS RETENTION (F.H.I. FILE)
(Continuation Sheet)

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5. Description of Records

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6. Recommendation of Hall of Records and Board of Public Works.

10. TAX COLLECTORS BOOKS

Size: 10" x 14" x 1"

Dates: 1812 (1 volume), 1823 (1 volume), 1842-1846 (3 volumes)
1850 (1 volume), 1855 (1 volume), 1867 (1 volume)
1876 (3 volumes), 1878-1883 (2 volumes), 1901 (1 volume), 1911 (1 volume), 1929 (6 volumes)

Quantity: 21 volumes

Annual Accumulation: None

The Tax Collectors Books list the taxpayers by districts under the names of the collectors and show the amounts of the individual assessments and taxes, and the amounts due and paid, by date. The form of this series of records is fairly consistent, but the treatment of the material presented is not. Some of the volumes seem to have been loosely prepared for use of the tax collectors in the field, others were apparently intended as office records. The Tax Collectors Books should be compared with the Assessment Books, prior to 1900, for possible missing items in that series.

RECOMMENDATION: RETAIN PERMANENTLY; TRANSFER TO THE HALL OF RECORDS ALL VOLUMES PRIOR TO 1900.

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